EasternOperations Electronic
Document Submission Requirements

Finance must pay invoices in accordance with the mandatory guidelines issued by the Department of Commerce and Office of Management and Budget (memorandum M-12-16). All invoices must be **paid** within 15 days of the **original date** the invoice is **received** by the Agency (NOAA).

GENERAL REQUIREMENTS:

- Our email address: easternoperations@noaa.gov
- **Use Accellion**, when appropriate, to submit files to easternoperations@noaa.gov

- **ONE certified document (invoice, SF-182, etc.) per PDF and no more than 5 PDF's per email.**
- **ONE** invoice **per** receiving report (CD406 / OF347).
- Subject Line: **ALWAYS** use a **Document Reference No.** in the subject line (Contract, Purchase Order, Account No., Training, Authorization No., etc.).
- **OMIT** the Eastern Operations email address for ALL conversational emails. Please notify your vendors of this as well. Eastern Operations inbox is ONLY intended for receiving documentation.

DOCUMENT SPECIFIC REQUIREMENTS:

- **CERTIFIED INVOICE**: Invoice must include authorized signature, date invoice was received by the line office, accounting breakdown, document reference number, date goods received/services rendered (CD406, OF347 or receiving report document).

  MAXIMUM page **LIMITS** for the different document types are:

  - Utilities / Phone bills - 2 pages - including the CD406 / OF347 if used. (Exception: DIRECT ENERGY requires the first 3 pages).
  - Training - 2 pages.
  - Invoices for Purchase Orders/Contracts – **Complete** invoice plus up to 6 pages of supplemental documentation.
  - Miscellaneous - 2 pages.

  Document Order (within PDF)
  1. Invoice
  2. CD406/OF347 or receiving report document
  3. Supplemental documentation

- **CERTIFIED OBLIGATIONS**: **Must** already be **APPROVED**, in C-AWARD, and include **AUTHORIZED SIGNATURES**

  MAXIMUM page **LIMITS** for **OBLIGATIONS** are:
  - Purchase Orders / Contracts - 10 pages
  - Work Orders - 2 pages
  - Training (SF-182) - 2 pages